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GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

August 11, 2011

MEMORANDUM

TO: Local and Intermediate District Superintendents
Public School Academy Directors and Authorizers
Consolidated Application Main Contacts

FROM: Sally Vaughn, Ph.D. *Sally*
Deputy Superintendent/Chief Academic Officer

SUBJECT: Annual Education Report Distribution Requirements

In accordance with federal law, the Annual Education Reports (AER) and cover letters must be distributed 15 calendar days before school begins. This requirement applies to ALL districts, public school academies and schools, not just Title I schools.

MDE has previously distributed content and distribution guidance through frequently asked questions, which can be found at the following web page: http://www.michigan.gov/documents/mde/FAQ_on_AER_355832_7.pdf. Please read these 18 questions and answers for detailed guidance.

The AER reports contain all the information needed to meet the federal requirements and can be found at the www.mischooldata.org website. This site can be accessed by authorized educational users under embargoed conditions to prepare AER reports and cover letters until August 15, 2011, when the site will become open to the public. Contact your ISD/RESA to identify or change your user access. Please contact helpdesk@misd.net with questions.

MDE will be monitoring districts, public school academies and schools in September 2011 to ensure that the AER reports and cover letters are posted on websites and available in printed versions for parents who do not have internet access.

Title I funds will be held when AER reports and cover letters are not appropriately prepared and distributed.

cc: Michigan Education Alliance

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